

## Purpose

This tool is designed to help the Project Team Management (Program Sponsors, Program Managers, Project Managers) assess the training required for each Project Team member to be most effective. In addition, the tool can assist Project Team Management in assigning responsibilities for each team member based on individual experience and career growth needs.

Review the Training Needs Assessment section below and identify training needs for each team member.

## Training Needs Assessment

Consider the following questions for each team member:

- Has the project implementation team member attended training on The Solution Set(s) being applied on the project?
- Is the project team member familiar with the target environment i.e., Manufacturing, Financial Management, Human Capital etc?
- Is the project team member familiar with the functional areas within the scope of the project?
- Has the project team member ever participated in the same type of project before? If yes:
  - How many similar projects has the consultant worked on?
  - Does the project team member have experience with similar projects in the same industry as the current project
  - What role(s) has the he played (e.g., Program Manager, Project Manager, SME, others)?
  - Is the team member certified in any of the critical aspect of the project (e.g., System Architecture, Six Sigma, and Program Management?

## Tailoring the Training

Skill training can last anywhere from a few hours to several days depending on the needs of the Project Team. The Project Team and Project Manager should tailor the training to accommodate working on the actual project as much as possible.